

AR & AP Multiple Forfeit & Refund

A c c o u n t | B i l l i n g | S t o c k | P O S | P a y r o l l



ISV/Software Solutions

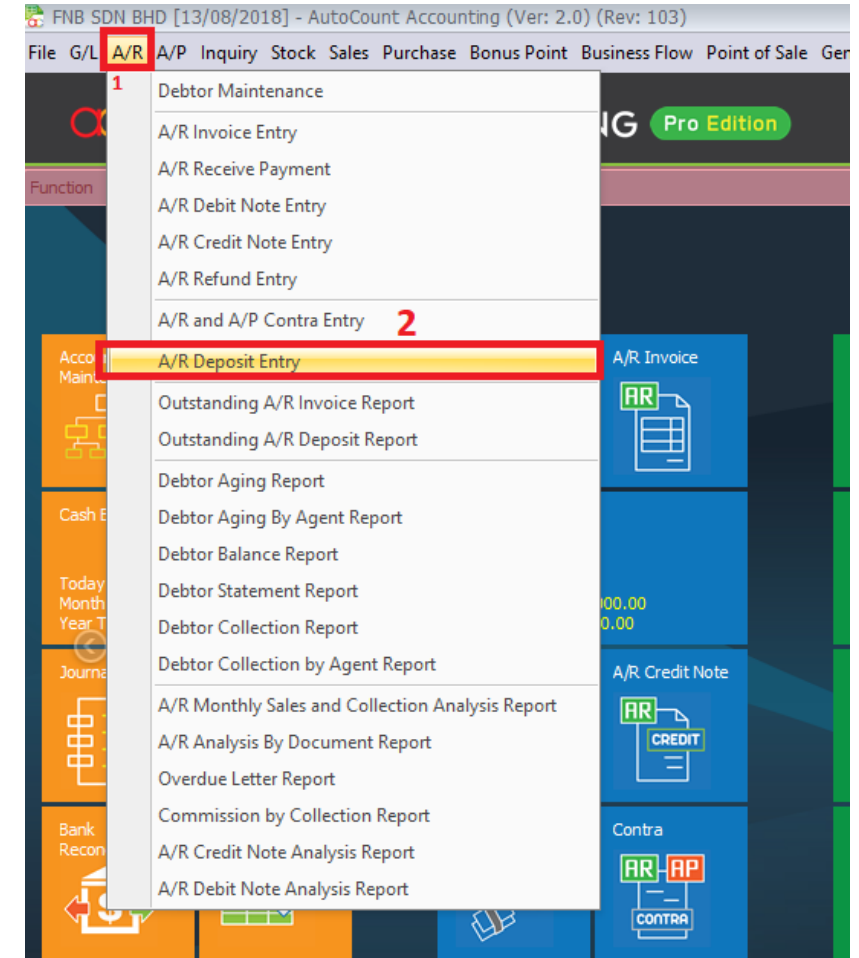


INTRODUCTION

- AR / AP Forfeit & Refund is made for unused deposit (not same as A/R Refund Entry)
- Forfeit mean something that is loss or surrendered as a penalty
- Refund mean returning money previously received from deposit

AR Deposit Entry

- Before doing any AR / AP Forfeit & Refund we must have the deposit entry first.
- Go to AR (1)
- Click Deposit Entry (2)



AR Deposit Entry


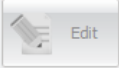
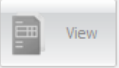

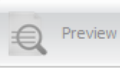
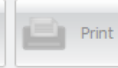
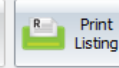


- Click “New” to create a new Deposit Entry

A/R Deposit - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0) (Rev: 103)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow Point of Sale General Maintenance Tools GST Window Help Report Others

A/R Deposit

Hint: In this A/R Deposit window, you can create, modify, or delete A/R Deposit.

 **New**  **Edit**  **View**  **Find**  **Preview**  **Print**  **Print Listing**  **Delete**  **Refresh** ☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Doc. Date	Debtor Code	Debtor Name	Curr.	To Home Rate	Payment Amount	Outstanding	Cancelled
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AR Deposit Entry

- Add in the deposit detail then save it

New A/R Deposit - [Next Possible No: OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

3. Click '+' button to add the deposit detail

Save as Draft Save as Recurrence Save Editing Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account Deposit 1. Select Deposit Account. If dont have, go to GL to create a new deposit account (Guideline at behind) A/R Deposit No <<New>>

Debtor 300-D001 2. Select Debtor Account Date 23/08/2018

Currency Code MYR Project No.

To Home Rate 1 Department No.

To Deposit Rate 1

Main Debtor External Link Note

Debtor Name Debtor 1

Attention

Description

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Ta...	Bank Charge Tax	Bank Charge Bill ...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00			0.00		1			<input type="checkbox"/>	

4. Key in the details by select payment method, payment amount etc...

Record 1 of 1

Bank Account Balance for BANK as at 23/08/2018 is RM 1,000.00

Total Payment: 1,000.00

5. Click 'Save' button to save this deposit entry

Save Save & Preview Save & Print Cancel

Scenario 1

- Debtor A want to order a machine from Company A. So Debtor A will pay RM1000 as deposit for the machine. So once the machine is delivered to Debtor A, they just will make the payment for the outstanding amount. But after few weeks, Debtor A wish to cancel this order but the deposit already made. So how to cancel this deposit entry inside AutoCount system as Company A already key in the deposit entry?

AR Deposit Refund

AR Deposit Refund

A/R Deposit - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0) (Rev: 103)

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A/R Deposit

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2. Click the 'View' button

New Edit **View** Find Preview Print Print Listing Delete Refresh

☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Doc. Date	Debtor Code	Debtor Name	Curr.	To Home Rate	Payment Amount	Outstanding	Cancelled
> OR-000003	23/08/2018	300-D001	Debtor 1	MYR	1	1,000.00	1,000.00	

1. Select the Deposit Entry wish to do Refund

Record 1 of 1

1,000.00 1,000.00

AR Deposit Refund



View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit **1. Click for the 'Refund' button**

Preview Print Forfeit **Refund** Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit Debtor: 300-D001 Currency Code: MYR To Home Rate: 1 To Deposit Rate: 1

A/R Deposit No: OR-000003 Date: 23/08/2018 Project No.: Department No.:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	0.00
Outstanding Amount	1,000.00

Main Debtor External Link Note

Debtor Name: Debtor 1 Attention: Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Ta...	Bank Charge Tax	Bank Charge Bill ...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00			0.00		1			<input type="checkbox"/>	


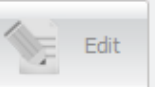
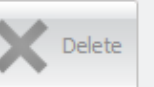
Record 1 of 1

Bank Account Balance for BANK as at 23/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Refund

Refund Deposit **1. Click 'Add' button to add in Refund Deposit Detail**


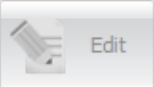
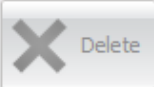
 Add  Edit  Delete

Doc. No	Doc. Date	Description	Refund Amount
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Save Cancel

AR Deposit Refund



Refund Deposit

 Add  Edit  Delete

Doc. No	Doc. Date	Description	Refund Amount
> <<New>>	23/08/2018	Refund to Debtor 1	1,000.00

Refund Deposit Entry

Refund Doc. No. <<New>> Refund Description Refund to Debtor 1 Refund Date 23/08/2018

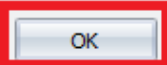
Refund   **1. Click '+' button to add in Refund Detail**

Payment Me...	ChequeNo	Payment Amt.	Payment By	Bank Cha...	Bank Ch...	Bank Ch...	To Bank Rate	Float ...	Is. RC...	RCHQ. Date
BANK		1,000.00	CHEQUE			0.00	1		<input type="checkbox"/>	

2. Key in the Refund details by select payment method, payment amount etc...

Bank Account Balance for BANK as at 23/08/2018 is RM 2,000.00

Refund Amount 1,000.00




 OK Cancel

3. Click 'ok' to save the Refund Deposit Entry

Save Cancel


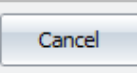
AR Deposit Refund

Refund Deposit

 Add  Edit  Delete

Doc. No	Doc. Date	Description	Refund Amount
> <<New>>	23/08/2018	Refund to Debtor 1	1,000.00

1. Click 'Save' button to save the Refund Deposit

 Save  Cancel

AR Deposit Refund

Refund Deposit

Add Edit Delete

Doc. No	Doc. Date	Description	Refund Amount
> PV-000003	23/08/2018	Refund to Debtor 1	1,000.00

AutoCount Accounting

? Save complete. Do you want to close this window?

Yes No

1. Click 'Save' button

2. Click 'Yes' to exit this Refund Deposit
Click 'No' to continue this Refund Deposit

Save Cancel

Scenario 2

- If I wish to refund at different date or several times. For example, I wish to refund RM500 for first time then another RM500 another time. Can I do so?
- Yes, in AutoCount Accounting 2.0, it allows to do so which call multiple refund.

AR Deposit Refund

A/R Deposit - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0) (Rev: 103)

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A/R Deposit

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2. Click the 'View' button

New Edit **View** Find Preview Print Print Listing Delete Refresh

☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Doc. Date	Debtor Code	Debtor Name	Curr.	To Home Rate	Payment Amount	Outstanding	Cancelled
> OR-000003	23/08/2018	300-D001	Debtor 1	MYR	1	1,000.00	1,000.00	

1. Select the Deposit Entry wish to do Refund

Record 1 of 1

1,000.00 1,000.00

AR Deposit Refund

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit **1. Click for the 'Refund' button**

Preview Print Forfeit **Refund** Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit
Debtor: 300-D001
Currency Code: MYR
To Home Rate: 1
To Deposit Rate: 1

A/R Deposit No: OR-000003
Date: 23/08/2018
Project No.:
Department No.:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	0.00
Outstanding Amount	1,000.00

Main Debtor External Link Note

Debtor Name: Debtor 1
Attention:
Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Ta...	Bank Charge Tax	Bank Charge Bill ...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00			0.00		1			<input type="checkbox"/>	


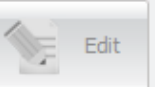
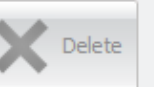
Record 1 of 1

Bank Account Balance for BANK as at 23/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Refund

Refund Deposit **1. Click 'Add' button to add in Refund Deposit Detail**


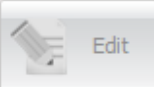
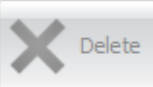
 Add  Edit  Delete

Doc. No	Doc. Date	Description	Refund Amount
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Save Cancel

AR Deposit Refund



Refund Deposit

 Add  Edit  Delete

Doc. No	Doc. Date	Description	Refund Amount
> <<New>>	30/08/2018	Refund to Debtor 1	500.00

Refund Deposit Entry

Refund Doc. No. <<New>> Refund Description Refund to Debtor 1 Refund Date 30/08/2018

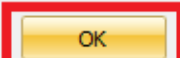
Refund   **1. Click '+' button to add in Refund Detail**

Payment Me...	ChequeNo	Payment Amt.	Payment By	Bank Cha...	Bank Ch...	Bank Ch...	To Bank Rate	Float ...	Is. RC...	RCHQ. Date
BANK		500.00	CHEQUE			0.00	1		<input type="checkbox"/>	

2. Key in the Refund details by select payment method, payment amount. And this time key in the amount you wish to refund for the first time

Bank Account Balance for BANK as at 30/08/2018 is RM 2,000.00

Refund Amount 500.00


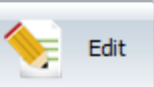

 OK Cancel

3. Click 'OK' to save the Refund Deposit Entry

Save Cancel

AR Deposit Refund

Refund Deposit

 Add  Edit  Delete

Doc. No	Doc. Date	Description	Refund Amount
<<New>>	30/08/2018	Refund to Debtor 1	500.00

1. So this is the first time refund with amount RM500.

2. Click 'Save' button to save the first time Refund Deposit

Save Cancel

AR Deposit Refund

- To refund for second time, come back to the same deposit entry

A/R Deposit - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0) (Rev: 103)

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2. Click the 'View' button

New Edit View Find Preview Print Print Listing Delete Refresh

Drag a column header here to group by that column

Doc. No.	Doc. Date	Debtor Code	Debtor Name	Curr.	To Home Rate	Payment Amount	Outstanding	Cancelled
> OR-000003	23/08/2018	300-0001	Debtor 1	MYR	1	1,000.00	1,000.00	

1. Select the Deposit Entry wish to do Refund

Record 1 of 1

AR Deposit Refund

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit **1. Click 'Refund' button to do second time refund**

Preview Print Forfeit **Refund** Edit Void Delete

Document Navigation Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit Debtor: 300-D001 Currency Code: MYR To Home Rate: 1 To Deposit Rate: 1

A/R Deposit No: OR-000003 Date: 23/08/2018 Project No.: Department No.:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	500.00
- Forfeited Amount	0.00
Outstanding Amount	500.00

Since already refund RM500 for the first time, it will appear the refund amount at here

And there will be outstanding amount appear at here since the refund haven completely done

Main Debtor External Link Note

Debtor Name: Debtor 1 Attention: Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Ta...	Bank Charge Tax	Bank Charge Bill ...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00			0.00		1			<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 1,500.00

Total Payment: 1,000.00

AR Deposit Refund

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

View

Deposit Account: Deposit
Debtor: 300-D001
Currency Code: MYR
To Home Rate: 1
To Deposit Rate: 1

Main Debtor External Link Note

Debtor Name: Debtor 1
Attention:
Description:

Payment Method: BANK
Cheque No.:
Paym:

Refund Deposit

1. Click 'Add' button to add second time Refund Deposit Detail

Add Edit Delete

Doc. No	Doc. Date	Description	Refund Amount
PV-000004	30/08/2018	Refund to Debtor 1	500.00

A/R Deposit No: OR-000003
Date: 23/08/2018
Project No.:
Department No.:

Float Day: Is RCHQ.: RCHQ. Date:

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 1,500.00

Total Payment: 1,000.00

AR Deposit Refund

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

View

Deposit Account: Deposit
Debtor: 300-D001
Currency Code: MYR
To Home Rate: 1
To Deposit Rate: 1

Main Debtor External Link Note

Debtor Name: Debtor 1
Attention:
Description:

Payment Method: BANK
Cheque No.:
Paym:

Refund Deposit

Add Edit Delete

Doc. No	Doc. Date	Description	Refund Amount
PV-000004	30/08/2018	Refund to Debtor 1	500.00

Refund Deposit Entry

Refund Doc. No.: <<New>> Refund Description: Refund to Debtor 1 Refund Date: 31/08/2018

Refund **+** **-** 1. Click '+' button to add in Detail

Payment Me...	ChequeNo	Payment Amt.	Payment By	Bank Cha...	Bank Ch...	Bank Ch...	To Bank Rate	Float ...	Is. RC...	RCHQ. Date
BANK		500.00	CHEQUE				0.00	1		

2. Key in the second time Refund details by select payment method, payment amount etc...

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 1,500.00

Refund Amount: 500.00

OK Cancel

3. Click 'OK' to save the Refund Deposit Entry

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 1,500.00

Total Payment: 1,000.00

AR Deposit Refund

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

View

Deposit Account: Deposit
Debtor: 300-D001
Currency Code: MYR
To Home Rate: 1
To Deposit Rate: 1

Main Debtor External Link Note

Debtor Name: Debtor 1
Attention:
Description:

Payment Method: BANK
Cheque No.:
Paym:

Refund Deposit

Add Edit Delete

Doc. No	Doc. Date	Description	Refund Amount
PV-000004	30/08/2018	Refund to Debtor 1	500.00
<<New>>	31/08/2018	Refund to Debtor 1	500.00

1. So the second time Refund will be add in this list

2. Click 'Save' to save this detail

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 1,500.00

A/R Deposit No: OR-000003
Date: 23/08/2018
Project No.:
Department No.:

Float Day Is RCHQ. RCHQ. Date

Total Payment: 1,000.00

AR Deposit Refund

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit

Debtor: 300-D001

Currency Code: MYR

To Home Rate: 1

To Deposit Rate: 1

A/R Deposit No: OR-000003

Date: 23/08/2018

Project No:

Department No:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	1,000.00
- Forfeited Amount	0.00
Outstanding Amount	0.00

When the Refund is completely done, the outstanding amount will be 0

Main Debtor External Link Note

Debtor Name: Debtor 1

Attention:

Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Ta...	Bank Charge Tax	Bank Charge Bill ...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
> BANK		1,000.00			0.00		1			<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 1,500.00

Total Payment: 1,000.00

Scenario 3

- Debtor A want to make a appointment on facial treatment at Company A. So Debtor A need to pay RM1000 as deposit to Company A. However, Debtor A cancel the appointment last minutes and the deposit cannot be refund to Debtor A. How to make this entry as deposit already been key into the system.

AR Deposit Forfeit

AR Deposit Forfeit

A/R Deposit - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0) (Rev: 103)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow Point of Sale General Maintenance Tools GST Window Help Report Others

A/R Deposit

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2. Click the 'View' button

New Edit **View** Find Preview Print Print Listing Delete Refresh

☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Doc. Date	Debtor Code	Debtor Name	Curr.	To Home Rate	Payment Amount	Outstanding	Cancelled
> OR-000003	23/08/2018	300-0001	Debtor 1	MYR	1	1,000.00	1,000.00	

1. Select the Deposit Entry wish to do Forfeit

Record 1 of 1

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit **1. Click for the 'Forfeit' button**

Preview Print **Forfeit** Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: **Forfeit** A/R Deposit No: OR-000003

Debtor: 300-D001 Date: 23/08/2018

Currency Code: MYR Project No.:

To Home Rate: 1 Department No.:

To Deposit Rate: 1

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	0.00
Outstanding Amount	1,000.00

Main Debtor External Link Note

Debtor Name: Debtor 1

Attention:

Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Char...	Bank Char...	Bank Char...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
> BANK		1,000.00			0.00		1			<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete Document Navigation Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account D
Debtor S
Currency Code N
To Home Rate
To Deposit Rate

Main Debtor Ex

Debtor Name D
Attention
Description

Payment Method
> BANK

A/R Deposit No. OR-000003
08/2018

Forfeited Deposit

1. Click '+' to add in Forfeited Deposit Detail

Forfeited Date	Forfeited Acc No	Description	Forfeited Amount
----------------	------------------	-------------	------------------

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete Document Navigation Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: [OR-000003]
Debtor: [FNB SDN BHD]
Currency Code: [MYR]
To Home Rate: [1.00]
To Deposit Rate: [1.00]

Main Debtor Ex

Debtor Name: [FNB SDN BHD]
Attention: []
Description: []

Payment Method: [BANK]

RCHQ. Date: []

Forfeited Deposit

Forfeited Date	Forfeited Acc No	Description	Forfeited Amount
> 31/08/2018	150-0000	Forfeited	1,000.00

1. Key in Forfeited Deposit Details by select the account wish to post in, description and amount forfeited

2. Click 'Save' button to save this entry

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit

Debtor: 300-D001

Currency Code: MYR

To Home Rate: 1

To Deposit Rate: 1

A/R Deposit No: OR-000003

Date: 23/08/2018

Project No:

Department No:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	1,000.00
Outstanding Amount	0.00

Summary of the forfeited amount can be show at here.

Main Debtor External Link Note

Debtor Name: Debtor 1

Attention:

Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Char...	Bank Char...	Bank Char...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00			0.00		1				

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

Scenario 4

- Debtor A want to make a appointment on facial treatment at Company A. So Debtor A need to pay RM1000 as deposit to Company A. However, Debtor A cancel the appointment last minutes and the deposit cannot be refund to Debtor A. But for this time, Company A wish to forfeited into different account or forfeited at different time. Can do so?

AR Deposit Forfeit

A/R Deposit - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0) (Rev: 103)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow Point of Sale General Maintenance Tools GST Window Help Report Others

A/R Deposit

Hint: In this A/R Deposit window, you can create, modify, or delete A/R Deposit.

2. Click the 'View' button

New Edit **View** Find Preview Print Print Listing Delete Refresh

☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Doc. Date	Debtor Code	Debtor Name	Curr.	To Home Rate	Payment Amount	Outstanding	Cancelled
> OR-000003	23/08/2018	300-0001	Debtor 1	MYR	1	1,000.00	1,000.00	

1. Select the Deposit Entry wish to do Forfeit

Record 1 of 1

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit **1. Click for the 'Forfeit' button**

Preview Print **Forfeit** Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: **Forfeit** A/R Deposit No: OR-000003

Debtor: 300-D001 Date: 23/08/2018

Currency Code: MYR Project No.:

To Home Rate: 1 Department No.:

To Deposit Rate: 1

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	0.00
Outstanding Amount	1,000.00

Main Debtor External Link Note

Debtor Name: Debtor 1

Attention:

Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Char...	Bank Char...	Bank Char...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
> BANK		1,000.00			0.00		1			<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete Document Navigation Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account D
Debtor S
Currency Code N
To Home Rate
To Deposit Rate

Main Debtor Ex

Debtor Name D
Attention
Description

Payment Method
> BANK

A/R Deposit No. OR-000003
08/2018
RCHQ. Date

Forfeited Deposit

1. Click '+' to add in Forfeited Deposit Detail

Forfeited Date	Forfeited Acc No	Description	Forfeited Amount
----------------	------------------	-------------	------------------

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account D
Debtor 3
Currency Code N
To Home Rate
To Deposit Rate

Main Debtor Ex

Debtor Name D
Attention
Description

Payment Method
BANK

A/R Deposit No OR-000003
08/2018

RCHQ. Date

Forfeited Deposit

Forfeited Date	Forfeited Acc No	Description	Forfeited Amount
31/08/2018	150-0000	Forfeited deposit	500.00

1. Key in the details of forfeited deposit by select account no, description and amount wish to forfeited to this account

2. Click 'Save' button to save the details

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit **1. Click again 'Forfeit' to do another forfeit**

Preview Print **Forfeit** Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit Debtor: 300-D001 Currency Code: MYR To Home Rate: 1 To Deposit Rate: 1

A/R Deposit No: OR-000003 Date: 23/08/2018 Project No.: Department No.:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	500.00
Outstanding Amount	500.00

we can check the summary at here. Still got outstanding amount RM500

Main Debtor External Link Note

Debtor Name: Debtor 1 Attention: Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Char...	Bank Char...	Bank Char...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00				0.00	1				

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: [OR-000003]
Debtor: [FNB SDN BHD]
Currency Code: [MYR]
To Home Rate: [1.00]
To Deposit Rate: [1.00]

Main Debtor Ex

Debtor Name: [FNB SDN BHD]
Attention: []
Description: []

Payment Method: [BANK]

Forfeited Deposit

1. Click '+' button to add one another forfeited deposit details

Forfeited Date	Forfeited Acc No	Description	Forfeited Amount
> 31/08/2018	150-0000	Forfeited deposit	500.00

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account

Debtor

Currency Code

To Home Rate

To Deposit Rate

Main Debtor Ex

Debtor Name

Attention

Description

Payment Method

> BANK

Forfeited Deposit

Forfeited Date	Forfeited Acc No	Description	Forfeited Amount
31/08/2018	150-0000	Forfeited deposit	500.00
> 31/08/2018	440-0000	Forfeited deposit	500.00

1. Key in the details but this time select another account wish to post in, description and amount

2. Click 'Save' to save the second entry

Save Cancel

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AR Deposit Forfeit

View A/R Deposit - [OR-000003] - FNB SDN BHD [13/08/2018] - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Forfeit Refund Edit Void Delete

Document Navigation

Copy from other A/R Deposit Copy to a new A/R Deposit Copy A/R Deposit

Deposit Account: Deposit

Debtor: 300-D001

Currency Code: MYR

To Home Rate: 1

To Deposit Rate: 1

A/R Deposit No: OR-000003

Date: 23/08/2018

Project No:

Department No:

Deposit Amount	1,000.00
- Transfer Amount	0.00
- Refund Amount	0.00
- Forfeited Amount	1,000.00
Outstanding Amount	0.00

Now check again the summary, outstanding amount is cleared.

Main Debtor External Link Note

Debtor Name: Debtor 1

Attention:

Description:

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Char...	Bank Char...	Bank Char...	To Bank Rate	Payment By	Float Day	Is RCHQ.	RCHQ. Date
BANK		1,000.00				0.00	1			<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for BANK as at 31/08/2018 is RM 2,000.00

Total Payment: 1,000.00

AP Deposit Multiple Refund & Forfeit

AP Deposit Refund / Forfeit

- For AP Refund & Forfeited, all the step same like the AR Refund & Forfeited.
- User need key in AP Deposit first just can perform Refund & Forfeited